

## **Audit and Accounts Manager, Wimbledon, Full Time**

An excellent opportunity has arisen for an experienced accountant to join the growing accounts and audit team, at Hartley Fowler, Wimbledon, as a manager, and part of the management team, reporting directly to the partners of the business.

*Here at Hartley Fowler, we are an accountancy firm offering a full range of services to our diverse portfolio of clients. We are passionate about professional development: growing our skills, making the most of new technology and learning new ideas, and offer a friendly and supportive working environment.*

For the role of Audit & Accounts Manager, the successful candidate will be ACA or ACCA qualified, with 3-5 years post qualification experience. This role would suit someone either looking to take their first step into management, with a strong track record in audit & accounts preparation, or someone who is currently managing audits & accounts, wishing to make a change, and move to a business where they will be developed and have a clear progression path. The package offered will be matched to experience.

### **The key areas of responsibilities will include:**

- Plan and manage assignments effectively and within the agreed timescale.
- Ensure compliance with internal and external requirements, such as money laundering checks etc
- Deliver assurance services in accordance with the principles of the Hartley Fowler Client Service Framework.
- Manage key client relationships and expectations.
- Monitor budgets and agree fees for each engagement.
- Be responsible for managing audit teams on various assignments
- Motivating, developing and coaching the audit team and conducting evaluations of staff performance.
- Assist in the production of the proposals and presentations for new work.
- Develop network of contacts and cross-sell services.

### **Ideal Candidate Profile:**

#### *Essential experience and qualifications:*

- A professional qualification – ACA/ACCA, with a good exam record, and be educated to degree level (or equivalent).
- Computer literate with knowledge of accounts packages, such as IRIS, SAGE, EXCEL, and Outlook for client interaction.
- Technical and industry sector expertise, with experience of taking responsibility for performance appraisal and development.

#### ***Skills, Behaviour, Knowledge:***

- Excellent communication skills with clients, including timely response to all queries, and the ability to build strong, trusting relationships.
- Ability to mentor, motivate and support the audit and accounts team, with clear instructions, deadlines, and help when needed.

- Business focused and highly organised, with the ability to prioritise important and urgent tasks.
- Knowledgeable of all new technical accounting standards with a passion to learn and keep up to date.
- Ability to work under pressure, use initiative and go the extra mile when needed
- Ability to delegate and provide clear explanations of tasks.
- Enthusiastic team player within the office, and well integrated with the rest of the management team.
- Demonstrates good problem solving skills and stays calm under pressure.
- Committed to positively represent Hartley Fowler both with current clients and when networking at events.

*Hartley Fowler is a great place to work. In return for your skills, knowledge, efforts and achievements, you will be rewarded with a competitive basic salary, company pension scheme, plus other benefits including:*

- Management bonus scheme, once per year, dependent on performance
- A generous holiday allowance which increases with length of service
- Study and training costs covered to support your ongoing development
- Membership fees paid for the professional bodies ACCA, ACA, AAT, CTA
- Commission for new clients brought in independently
- Healthy workplace: including free fruit & breakfast in the office, and the facilities to cycle to work.
- Staff events: Summer & Christmas events, and other great nights out, including a rounders tournament locally in the summer

This is a great opportunity for an ambitious & experienced, qualified accountant, to progress their career in a successful and growing team in the heart of Wimbledon.

**To apply please email your CV and contact details to [recruitment@hartleyfowler.com](mailto:recruitment@hartleyfowler.com)  
Direct applications only please.**